

Questions, Wave 2 Implementation

WV-11s

- Will there be a stop date for entering WV-11's prior to go-live?
Most likely you will be doing dual processing in both HRIS and WVOASIS. That is what happened in Wave 1. It was done for about 2 ½ months. We will most likely do dual processing through December 31, 2015.
- What is the plan to process paper WV11's for Wave 2 agencies before go-live?
We are working to have them all processed prior to go-live.
- Will we have an equivalent to a paper WV-11 for the ESMT? Right now, paper will take months to process. How will this be handled if payment cannot go out until the ESMT is processed?
Since this system is tied to payroll, transactions will need to be processed in a timely manner. DOP is not aware of any paper mechanism to correct records through paper processes.
- When GOLIVE occurs for Wave 2, will dual transactions need to be completed both in HRIS and wvOASIS? (was told at Auditor's conference HRIS transaction would still be done as a backup)
We are trying to determine the answer to this question at this time.
- For transactions that are dated 11/14/15 and after—do agencies still process those in HRIS or wait until wvOASIS goes live?
We are trying to determine the answer to this question at this time.
- Is the time frame for DOP to process transactions still going to be 30 days after Oasis GOLIVE?
It is unknown at this time. DOP continues to process transactions as quickly as possible.
- At what point do we need to start doing all of the termination/resignation steps?
As soon as the individual separates.

Leave

- If there are unprocessed leave of absence transactions for employees, can a TRSN document be completed?

No, all transactions including leaves of absence must be completed prior to the final payout of the employee.

- How will supported documentation for extended leave be handle within OASIS?
Documents will be uploaded (without HIPAA information). Then you can enter the document number in the comments section for each document after that.

Dates

- We receive a rejection message when trying to load original appointment dates with date from the past. The message says “Date not valid.” Why is this happening?
WVOASIS may need to assist you in entering a past date.
- Is there a PACT/PART code to correct progression dates?
Yes, CORR is the PACT and PBL is the PART.
- Can we change the progression dates when we enter the leave return?
Yes, and you will be required to do so.
- When adding a temp with TEMPS, it requires me to enter leave and benefit dates. Am I doing something wrong? Do I need to remove them?
You are required to insert dates. Increment date will always be 12/31/999.

Pay

- What determines the accuracy of the pay rate code?
Whether employees are permanent or temporary, receive paid or unpaid lunch, duration of lunch period, if they are eligible for overtime, and the number of hours per week they are scheduled to work.
- How will a paycheck and W2 look under one FEIN with regular permanent employees and multiple appointments?
WVOASIS will need to address this.
- Would hourly employees with a class code of “E” need to be changed to “positive pay” before the TRSN document could be completed?
This question needs to be addressed by CPU or State Budget Office

- How will an employee receive their full annual salary owed them during calendar year 2015?

WVOASIS will need to address this.

Overtime

- I have a question about temps with our agency who work for another agency and overtime pay. Are we required to pay overtime? How will we know to pay straight time or time-and-a-half with leave, etc.?

The FLSA requirement to pay premium rates (time and one-half) for hours worked over 40 in a week applies only to the time the employee actually spends working. Also keep in mind that section 14.7 of the DOP Administrative Rule (143CSR1) requires that sick and/or annual leave requested in the same workweek in which additional hours are worked shall be reduced and credited back to the employee's accrued balances. Paid time off such as sick leave, annual leave, holidays, are not considered hours worked when calculating overtime eligibility. Attached you will find the applicable WVOASIS Payroll Design Specification that addresses multiple appointments and overtime

- What (or who) determines if an employee is eligible for overtime?

Each department is responsible for determining their employees' exemption status under the federal Fair Labor Standards Act (FLSA). A determination regarding FLSA exemption status, particularly as it relates to overtime eligibility, cannot be made based upon job classification or the generic classification specification but must be made based on specific job duties.

While the FLSA includes a wide variety of partial and complete exemptions from its minimum wage and overtime requirements, most employer classification procedures are confined to evaluating employee status under the FLSA's white-collar exemptions for executive, professional, and administrative employees. This test is explained in detail in our FLSA Interpretive Bulletin found at www.personnel.wv.gov/rules/policies/Pages/default.aspx and in our FLSA supervisors guide found at www.personnel.wv.gov/agencies/Pages/Toolbox.aspx. Guidance is also available on the U.S. Department of Labor's web site at <http://www.dol.gov/elaws/esa/flsa/overtime/menu.htm>.

941s

- We do monthly and quarterly workers' comp audit reports. We currently run 941's with Crystal Reports from Adhoc. Will we have similar reports available in OASIS? Will we be able to alter the reports to pull specific information?
[WVOASIS will need to identify what reports are available for agencies.](#)
- When is the last 941 that the agency will do? We go live with Kronos in November. First pay is December? How will the fourth quarter 941 be done?
[WVOASIS will need to address this.](#)

Other

- Will there be a link to the wvOASIS guide somewhere accessible to agencies?
[The guide is already accessible on the wvOASIS website under:](#)
[Enterprise Readiness](#)
[Training](#)
[HRM/Payroll](#)
[Supplemental Training Guides](#)
[Personnel Action Code and Reason Guide](#)
- When will PLANS come into the process?
[Not until all agencies are in WVOASIS and the Office of Technology can dedicate time to this project.](#)